



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept. 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Project Manager
Department: Public Health
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: December 2, 2019
Last Revised: December 2, 2019
Pay Grade: A16
Union: AFSCME

SUMMARY

The Public Health Project Manager serves as the organizer, facilitator, planner, problem solver and resource manager for small to major projects. This position is responsible for managing all aspects of a project; ensuring that the appropriate phases are defined and interdepartmental deliverables are coordinated. Position ensures key stakeholders are involved, and develops recommendations based on collective input, observations and analysis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Develops and maintains project documentation, charters, work plans, and deliverables utilizing standard project management methodology and tools.
2. Identifies the project scope, goals, and critical success factors in consultation with business partners (executive leadership, subject matter experts, stakeholders, and end users) within the department.
3. Plans, tracks and schedules project timelines and milestones using appropriate tools.
4. Communicates project milestones and deliverables with executive sponsors, appropriate team members, and stakeholders.
5. Escalates issues and barriers to management to address possible solutions.
6. Provides operational assistance and/or leadership for project work.
7. Provides consultation regarding project issues and difficulties.
8. Provides consultation regarding change management strategies to promote end user adoption and project success.

9. Promotes effective team collaboration among team, sponsors, stakeholders and end users to meet project goals and objectives.
10. Provides internal solutions to issues; Seeks to deeply understand problems; Evaluates problems (critiques next steps, challenges to examine alternatives); Uses internal sources to vet the solution; Contributes to the project and its direction.
11. Performs other special projects or work, as assigned.
12. Work well under pressure meet multiple, often competing deadlines.
13. Actively participates in internal quality improvement initiatives.
14. Works with the Executive Leadership Team to identify priorities, appropriate approvals and organizational alignment. Actively participate in internal quality-improvement teams and work with members proactively to drive quality-improvement initiatives in accordance with the mission and strategic goals of the organization, federal/state/local laws and regulations, and accreditation standards.
15. At all times, demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients and the community
16. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires excellent oral and written communication skill; strong interpersonal and analytical skills; ability to recognize and respond to problems with potential solutions in a highly professional, confidential and sensitive manner; able to communicate and present to executive leadership in a clear and directive manner. Requires the ability to handle multiple, concurrent projects using excellent analytical skills with sharp attention to detail and the ability to meet critical deadlines. Facilitative and collaborative work style; able to lead from within amongst diverse communities and individuals. Self-directed and can work alone or in a team.

EDUCATION AND EXPERIENCE

Two years related experience and/or training in project management or equivalent combination of education and experience. Bachelor's degree preferred.

JOB IMPACT

The consequences of error could include public embarrassment and/or loss of or reduction of federal, state and local funds due to failure to comply with applicable laws, guidelines, and submission of timely and/or accurate reports.

JOB CONTACTS

This position requires working with other county departments, and at times with the Board of County Commissioners, city, regional, state and federal agencies and organizations, the media, public advocacy groups, and the community to coordinate and facilitate efforts associated with department and division programs, facilities, and services.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond courteously and tactfully, and establish and maintain effective working relationships with other employees and officials, outside officials and agencies, and the public.

MATHEMATICAL SKILLS

Ability to work with concepts such as probability and statistical inference, as well as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to exercise good judgment and common sense in the application of established policies and procedures; maintain records and prepare accurate reports.

OTHER SKILLS AND ABILITIES

Must be able to comprehend and interpret comprehensive budget reports applicable to assigned area and to work effectively with other employees, agencies and the general public using courtesy, tact and good judgment. Must have the ability to plan, organize, schedule and coordinate.

CERTIFICATES, LICENSES, REGISTRATIONS

PMP Certification preferred.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the office for management and administrative duties. The noise level in the work environment is usually moderate. Frequent contacts are made with other County departments, other governmental agencies, outside agencies and the public. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention. May be required to work flexible shifts to accommodate meetings.

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>		
<input type="checkbox"/>	Depth perception	Describe: <input type="checkbox"/>	Driving <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe: Taking minutes			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>